

Plan Commission
Regular Meeting Minutes

Village Hall
2417 Brewery Road
Cross Plains, WI 53528
(608) 798-3241

Monday, May 1, 2023
6:30 pm

I. Call to Order

Village President Lengfeld called the meeting to order at 6:30 pm.

II. Roll Call

Present: Commissioner(s) Bill Brosius, Kevin Thusius, Seth Johnson and Sarah Francois Trustee(s) Judy Ketelboeter, Doug Brunner and Village President Lengfeld

Also Present: Village Administrator Brian Mooney. Also in attendance were Brian Reed-Potter Lawson Architecture, Ken Lammersfeld-Park Bank.

III. Pledge of Allegiance – Everyone joined in the Pledge of Allegiance.

IV. Public Comment – Village Trustee Cameron Bjorklund addressed the Plan Commission on the topic of the proposed Community Wellness Center at 3000 Evergreen Parkway. Mr. Bjorklund provided a timeline of events pertaining to the Community Wellness Center, and referenced the November 28, 2022 Village Board Meeting where the Village Board agreed to donate 1.1 acres of land for the building, with the idea of Cross Plains Baseball raising the 2-2.5 million for the project, and ultimately returning the building to the Village to maintain and operate. Mr. Bjorklund stated it was likely this project would return to the Plan Commission in the near future, and advised the members to think about aspects of the project including the building footprint, where the building will be located on the site, the parking lot size, lighting plans and hours of building operation/resident access.

Village Trustee Michael Pomykalski spoke to the Plan Commission about the proposed lighting plan for the Park Bank project. Mr. Pomykalski stated that upon reviewing the proposed lighting plans for the Park Bank project he noted they utilized a 4000k rating lighting, and he inquired whether the Park Bank Development team might be receptive to instead using a 3000k rating for the site. Mr. Pomykalski stated the Endres Insurance building made the same modifications to their site following a similar request.

V. General Business – Regular Meeting

1. Approval of the Minutes from the April 3, 2023, Plan Commission Meetings

A motion was made by Commissioner Brosius, seconded by Trustee Ketelboeter, and unanimously carried by the Plan Commission, to approve the April 3, 2023 Plan Commission meeting minutes.

2. Discussion and Possible Action Park Bank Concept Plan/Site Implementation Plan-2407 Brewery Road

Village President Lengfeld introduced the Park Bank topic, and Village Planner Ben Rohr spoke to the Commission about his Site Plan Review. Mr. Rohr provided a few recommendations to the Plan Commission based upon the Park Bank proposal, and those items were subsequently discussed by the Commission. Mr. Reed and Mr. Lammersfeld addressed Commission questions related to on-site parking and parking lot snow removal. Discussions regarding site plan lighting and parking lot throat width were also covered. Following these reviews, Village President Lengfeld inquired whether the Commission wished to handle the outstanding concerns on and individual vote basis, with unanimous agreement by the Commission.

1. **Parking**-Commissioner Thusius motioned the Commission approve a waiver to the parking stall requirements, which was seconded by Trustee Brunner. All Ayes, Trustee Ketelboeter-Abstain
2. **Siding**-Motion question posed on Office siding options- no objections to either option by Commission, motion not pursued.

3. **Parking lot throat length**-Commissioner Johnson motioned to waive the minimum throat length driveway/parking lot requirements for site plan, seconded by Commissioner Brosius. All ayes, Trustee Ketelboeter-Abstain
4. **Lighting**-Commissioner Thusius motioned for Park Bank to review and confirm whether the request for on-site lighting could be achievable at the requested 3000k limits, versus the current site plan 4000k level. Update on outcome of that review to be provided prior to Village Board Meeting. Seconded by Commissioner Francois. All Ayes, Trustee Ketelboeter-Abstain
5. **SIP Approval**- Trustee Brunner motioned to approve the Park Bank SIP, Seconded by Commissioner Johnson. All Ayes, Trustee Ketelboeter-Abstain

3. **Discussion Village Short-Term Rental Properties**


Village Administrator Mooney informed the Commission that Village Staff had recently received a few inquiries from residents regarding the process for registering Short-Term Rental (STR) properties. Mr. Mooney stated the Village does not currently have an Ordinance pertaining to licensing and registration of STR's, although discussion on the topic took place during the November 2021 Plan Commission Meeting. Mr. Rohr provided context on how this process is handled differently within municipalities, and how an Ordinance should distinguish STR's within primary versus secondary residences. Mr. Rohr referenced the attached version of the prior model STR Ordinance as a starting point for Village use. Village President Lengfeld stated the Village should also look into the creation of a Village Room Tax as a part of the greater STR registration process. Upon Commission discussion regarding durations of stay, parking concerns, noise violations and proper zoning designations for STR's, the Commission agreed to have Mr. Rohr and Mr. Mooney continue to work on the language for the Village STR Ordinance and accompanying Room Tax process for review at an upcoming Plan Commission Meeting.

VI. **Adjournment**

A motion was made by Commissioner Brosius, seconded by Commissioner Johnson, and unanimously carried by the Plan Commission to adjourn at 7:20 pm.

Proper notice of this meeting was given to the public and posted on the public bulletin boards in accordance with the Open Meeting Law.

Respectfully submitted,



Brian Mooney
Village Administrator